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Chief, Management Staff

24 November 1954

Chief, Records Management Division

Weekly Report - Week Ending 24 November 1954

1. A representative from this staff is reviewing the records control schedule prepared by DD/P.

2. Four Agency offices transferred the equivalent of nine file cabinets of inactive records to the Center.

3. As a result of assistance received from the Interim Assignment Branch, we have completed approximately 50% of the renumbering of all Records Center containers. It appears now that we will be able to complete this project well before the moving date.

4. A discussion was held with the Special Assistant to the DD/I, [] relative to the introduction of a Reports Management Program in their area. Copies of the material on the program were left for review.

5. [] is attending Basic Management Course #10.

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Report for Week Ending 23 November 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 35% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 88% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification
and Filing of Correspondence Records, HB []

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No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. This project is approximately 66% complete.

The quarterly filming of Special Materials in the Office of Scientific Intelligence started this week. This project is approximately 30% complete.

The semi annual microfilming of accretions in the Security Office is continuing. Project is approximately 35% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials
Requirements

The Staff Study with [] comments was forwarded to the Office of Communications. The only remaining action is to give such assistance, as requested by [] in putting the recommendations into effect.

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Project 5-59 - Revised Courier Receipt and Logging System

The formal concurrence of the Security Office was received for this project. Project is approximately 5% complete.

Project 5-60 - Cable Receipting System

No change from status as reported last week under general information. Project is approximately 5% complete.

At the request of [redacted] further discussions of this problem were held with [redacted] with whom the problem was discussed at the time the request from [redacted] was first made.

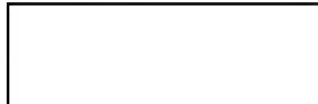
General Information

[redacted] visited the Bureau of Standards on the 17th to observe the testing of processed microfilm for hypo content. The Bureau uses the Crabtree-Ross testing method as does our Printing and Reproduction Division. We wanted to compare the techniques as employed in both places because of seemingly different results being obtained. The Bureau recently tested 5 samples for us and detected excessive hypo in two of them. On the other hand Printing and Reproduction Division has tested over 50 samples during the past 6 months and reported excessive hypo in none. However, the two samples with excessive hypo must have been accidentally contaminated because two other samples from the same reels showed no excess of hypo. This indicates that Printing and Reproduction Division is probably making accurate tests although we will have to observe the techniques as performed there to confirm this opinion.

It has come to our attention that a meeting was held on the 22nd at OCD where a group of Agency people interested in the development of the Mini Card system listened to a lecture by a representative of the Eastman Kodak Company on the progress being made on the project and viewed slides showing how the system would work.

Since this system involves to a great extent the use of microfilming techniques and will if successful replace conventional microfilming in many places it is very important that we keep abreast of all developments. If possible, we should be represented at future discussions or demonstrations of this system in the Agency.

[redacted] is attending Basic Management Course.



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Report for Week Ending 23 November 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

a. Reports Management - No change in program status. Project is 20% complete.

b. Correspondence Management - Progress continues on the correspondex of administrative requests and reports. Work sheets for review and approval of Administrative Officers in the offices of primary concern are being prepared. These work sheets will be distributed early next week. Project is 90% complete insofar as the Logistics Office is concerned---60% complete with respect to promoting use of the correspondex throughout Headquarters.

Project 4-94 - Office of the Comptroller Reports Management
Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

No change in project status. Project is 95% complete.

General Information

a. Glossary of Administrative Terminology - Card indexing of terms and cross references continues. Over 300 terms have been indexed. Typing of first draft is scheduled next week. Project is 50% complete.

b. Employee Suggestion No. 1038, Indicating the Sterility of Correspondence on File Copies - Discussions with the suggester revealed that the ambiguous wording of her suggestion led previous evaluators to wrong conclusions. Our findings were discussed with these evaluators, who agreed that adoption of the suggestion should be reconsidered. We are undertaking this re-evaluation. To expedite fact finding, ten Area Records Officers have been questioned by memorandum on the extent this suggestion is applicable to their areas. An interim progress report was submitted to the Incentive Awards Committee.

c. Program Promotion - [redacted] introduced the subject of conducting reports management programs in all DD/I Offices at a meeting with [redacted] Special Assistant to the DD/I. Copies of the pamphlet "An Introduction to Reports Management" and a sample office notice for installing a program were furnished.

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Report for Week Ending 23 November 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Cost data on a basic and two alternate proposals has been developed for submission to DD/P. These proposals and a modified format incorporating a distinctive black and white striped border have been coordinated with Printing & Reproduction Division/LO []

[] Project is 74.1% complete.

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Project 4-86 - Forms Index

Verification of data and record posting continues. We are now surveying all forms which have not been reprinted or revised during the past 18 months or longer. To date we have declared 96 forms obsolete as a result of this survey and an additional 31 are in doubt. Project is 78.75% complete.

Project 4-95 - Forms Management Handbook

No change. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change. Project is 11% complete.

OO Information Report

Difficulties recently arose in production of the new OO Information Report forms occasioned by a printers error. Specialized instructions were placed too close to the bottom of the form, extending the image size of the master beyond the practicable 13" size which the model 1250 multilith with the standard size drum can produce. We have taken action to reposition the top classification lower on the master which will permit use of the 8000 sets. Action will be taken to obtain an appropriate financial adjustment with the printer.

Individual and Group Information Reports

Proofs have been received from the printer and are being coordinated with the office of primary interest.

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Summary of Individual Actions

New	8	21,100
Reprints	7	62,000
Revisions	7	57,000
Other Gov't Forms	6	7,500
Overprints	<u>4</u>	<u>5,900</u>
	32	153,500

Redesignated 5



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Report For Week Ending 23 November 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Training	4 Cubic Feet
Comptroller	2 " "
Logistics	1 " "
0 0	1 " "
Sub-total	8 Cubic Feet
Finished Intelligence	63 " "
Total	71 Cubic Feet

Total accessions to date - 346

Disposal

Initiated disposal actions covering 26 cubic feet of OSI records.

General

Messrs. [] are today visiting the site of the new Center.

Control numbers have now been placed on 50% of the records containers.

Met. with [] LO/TD and [] LO/SD at []
[] Matters pertaining to the Center move were discussed such as type and number of vehicles available; timing of loading and unloading; highway load limits; disassembly and moving of shelving in the present Center. [] will shortly present a written plan for the move to all concerned offices for comment.

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Report for Week Ending 23 November 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Congressional approval still pending. Project is 99% complete.

Project 4-78 - Office of General Counsel

No change from previous report. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is 80% complete.

Project 4-116 - Security Office

No change from previous report. Project is continuing and is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Congressional approval still pending. Project is 99% complete.

Project 5-32 - Office of Research and Reports

Work on this project is temporarily suspended. It is anticipated that the survey team will start in a new area next Monday. Project is 28% complete.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.

General Information

An analyst of this Office was detailed to appraise and approve the Records Schedules prepared by the Area Records Officer of the DD/P Area. The schedules cover all records of Headquarters records and it is anticipated that appraisal of the schedules will be concluded within the week.



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